



Vermont Clean Cities Intern Position Opening

Fall 2018/Spring 2019

At a Glance:

15 – 20 hours/week

14 weeks/semester

\$2,520 - \$4,200 stipend, depending on academic level and hours assigned.

Applications due: August 8, 2018

To submit your resume and complete the online application, please [click here](#)

The **Vermont Clean Cities Coalition (VTCCC)** is a statewide program that was designated in 2001. The mission of the U.S. Department of Energy's Clean Cities program is to advance the economic, environmental and energy security of the U.S. by supporting local decisions to adopt practices that contribute to reduced petroleum consumption in the transportation sector. The Vermont Clean Cities Coalition brings together stakeholders in the public and private sectors to deploy alternative and renewable fuels, idle-reduction measures, fuel economy improvements, and emerging transportation technologies.

The **VTCCC Clean Cities Intern** works with VTCCC's Coalition Coordinator to accomplish the goals of the coalition. The Intern helps plan and conduct local events, plan and conduct social media campaigns, and assists with projects to reduce petroleum usage across Vermont. This position is a paid, part-time, temporary (15 - 20 hours/week; September 4, 2018 – December 14, 2018; and January 14, 2019 – April 26, 2019).

The VTCCC Fall/Spring 2018/2019 Intern work plan includes a focus on developing education and outreach strategies to support VW Mitigation Fund spending and related-projects. While this effort will be focused on helping our state maximize the impact of the VW Settlement spending to further AFV awareness and increase AFVs on the road in the state, the intern will be involved and have responsibilities in a variety of Coalition activities. The following are the deliverables they would complete over their internship:

1. Update VTCCC's database of stakeholder contacts
 - i. Mine FleetSeek and other databases
 - ii. Capture fleets size, category of work, and types of fleet vehicles
 - iii. Identify fleets currently utilizing alternative fuels and advanced fuel technologies
 - iv. Identify fleets that would be good candidates for AFVs based on fleet type, access to fuel, and other factors to be determined
 - v. Create sub-list for targeted outreach
2. Provide outreach and education support to Vermont's VW Mitigation Fund spending and related projects.
 - i. Educate fleets about the VW Mitigation funding opportunities
 - ii. Educate fleets about EVSE and electric school and transit bus pilot project.
 - iii. Provide assistance to fleets wishing to pursue an application
3. Assist with planning Clean Cities outreach events.
 - i. Utilize update stakeholder list to identify fleet managers and other relevant professionals to target.
 - ii. Work with VTCCC Coordinator to set event date and send email invitations with event planning survey.
 - iii. Help organize event details and outreach, sponsors.

- iv. Compile post-event marketing and event details.
4. Promotion and deployment of AFV and ATVs on college and school campuses.
 - i. Identify fleets who would be good candidates for AFVs and ATVs.
 - ii. Reach out to and educate fleets about VW Settlement and VT State pilots of electric school buses and transit buses.
 - iii. Assist with planning outreach events for campus and schools fleet managers.
5. Provide ideas for and assist in promoting local idle reduction campaigns.
 - i. Compile reference document for idle reduction technologies, costs, benefits; draw from City of Burlington idle reduction technology pilot.
 - ii. Link idle reduction information to schools in electric school bus pilot and communities.
 - iii. Identify cities, towns, and municipalities wishing to use idle reduction technologies.
6. The intern will also participate and assist in a variety of the coalition's outreach efforts including but not limited to:
 - i. Social media and website improvements – Intern will help maintain VTCCC website, Facebook page, and twitter account.
 - ii. Monthly newsletter production.
 - iii. Recruitment of new fleet stakeholders.
 - iv. Assisting in general fleet manager's outreach.

VTCCC 2019 SPRING INTERN/PROGRAM ASSISTANT ACTIVITY AREAS

1. Continue with duties listed above.
2. Assist with data collection and analysis of partner petroleum reduction activities;
3. Assist with communication and marketing of the coalition, including web-based, print, and live education and outreach to targeted groups/audiences and the general public and consistent social media visibility;
4. Assist in the development of partnerships with local organizations to encourage a transition to clean fuels and vehicles, and/or fuel saving practices;
5. Assist the Coalition Coordinator in meeting U.S. DOE Support Contract deliverables, such as the annual petroleum reduction survey, events and meetings, and education and outreach activities.

MAJOR RESPONSIBILITIES

Through specific projects...

- Motivate coalition stakeholders to attend regular meetings, as well as participate in projects;
- Represent the Coalition, and communicate effectively in a variety of public and private forums, including meetings, events, and electronically;
- Assist in educating the public to promote fuel efficiency practices and influence current driver trends;
- Assist with educating stakeholders through e-newsletters and electronic messaging about related legislation and regulations, new technologies, etc.;
- Assist with generating positive, frequent media coverage;
- Maintain the Coalition stakeholder mail and email distribution lists.

This position requires a basic understanding of the National Clean Cities Initiative as sponsored by the U.S. Department of Energy and the development of a basic understanding of legislation, such as the Clean Air Act and the Energy Policy Act, which affect VTCCC's efforts and allow the coalition to operate.

The Intern shall be an excellent communicator, motivated, creative, organized, and have a general understanding of alternative fuels and advanced vehicles (e.g., hybrid electric vehicles, AFVs, idle reduction, etc.). Candidates shall also have experience with the following:

- Planning, organizing, and managing multiple priorities (e.g. work, homework, and/or extra-curricular activities);
- Working with a minimal amount of supervision (e.g. reliable – can get things done and asks questions/communicates effectively with colleagues);
- Knowledge of environmental/ecological principles (e.g. cares about a healthy planet!);
- Research, evaluation and analytic skills (e.g. research papers, science projects, etc.);
- Ability to prepare and present technical materials to a wide variety of audiences (e.g. good at explaining things to others who may not be familiar with the topic(s) at hand);
- Excellent computer skills, including word processing, spreadsheets, databases and website development